

**2013 Iowa Code, Chapter 216A, Subchapter 6**  
**Division of Community Action Agencies**

**216A.91 Definitions.**

For purposes of [this subchapter](#), unless the context otherwise requires:

1. “*Administrator*” means the administrator of the division of community action agencies of the department of human rights.
2. “*Commission*” means the commission on community action agencies.
3. “*Community action agency*” means a public agency or a private nonprofit agency which is authorized under its charter or bylaws to receive funds to administer community action programs and is designated by the governor to receive and administer the funds.
4. “*Community action program*” means a program conducted by a community action agency which includes projects to provide a range of services to improve the conditions of poverty in the area served by the community action agency.
5. “*Delegate agency*” means a subgrantee or contractor selected by the community action agency.
6. “*Division*” means the division of community action agencies of the department of human rights.

86 Acts, ch 1245, §1240

C87, §601K.91

90 Acts, ch 1242, §1

C93, §216A.91

Referred to in [§23A.2](#), [256I.8](#)

**216A.92 Division of community action agencies.**

1. The division of community action agencies is established. The purpose of the division of community action agencies is to strengthen, supplement, and coordinate efforts to develop the full potential of each citizen by recognizing certain community action agencies and supporting certain community-based programs delivered by community action agencies.
2. The division shall do all of the following:
  - a. Provide financial assistance for community action agencies to implement community action programs, as permitted by the community service block grant and subject to the funding made available for the program.
  - b. Administer the community services block grant, the low-income energy assistance block grants, department of energy funds for weatherization, and other possible funding sources. If a political subdivision is the community action agency, the financial assistance shall be allocated to the political subdivision.
  - c. Implement accountability measures for its programs and require regular reporting on the measures by the community action agencies.
  - d. Issue an annual report to the governor and general assembly by July 1 of each year.

86 Acts, ch 1245, §1241

C87, §601K.92

90 Acts, ch 1242, §2

C93, §216A.92

2010 Acts, ch [1031](#), [§122](#), [170](#)

#### **216A.92A Commission established.**

1. The commission on community action agencies is created, composed of nine members appointed by the governor, subject to confirmation by the senate. The membership of the commission shall reflect the composition of local community action agency boards as follows:
  - a. One-third of the members shall be elected officials.
  - b. One-third of the members shall be representatives of business, industry, labor, religious, welfare, and educational organizations, or other major interest groups.
  - c. One-third of the members shall be persons who, according to federal guidelines, have incomes at or below one hundred eighty-five percent of poverty level.
2. Commission members shall serve three-year terms which shall begin and end pursuant to [section 69.19](#), and shall serve the entire term even if the member experiences a change in the status which resulted in their appointment under [subsection 1](#). Vacancies on the commission shall be filled for the remainder of the term of the original appointment. Members whose terms expire may be reappointed. Members of the commission shall receive actual expenses for their services. Members may also be eligible to receive compensation as provided in [section 7E.6](#). Members as specified under [subsection 1](#), paragraph “c”, however, shall receive per diem compensation as provided in [section 7E.6](#) and actual expenses. The membership of the commission shall also comply with the political party affiliation and gender balance requirements of [sections 69.16](#) and [69.16A](#).
3. The commission shall select from its membership a chairperson and other officers as it deems necessary. The commission shall meet no less than four times per year. A majority of the members of the commission shall constitute a quorum.

90 Acts, ch 1242, §3

C91, §601K.92A

92 Acts, ch 1237, §13

C93, §216A.92A

99 Acts, ch [201](#), [§13](#); 2010 Acts, ch [1031](#), [§123](#), [124](#), [170](#)

Referred to in [§541A.5](#)

Confirmation, see [§2.32](#)

#### **216A.92B Commission powers and duties.**

The commission shall have the following powers and duties:

1. Recommend to the board the adoption of rules pursuant to [chapter 17A](#) as it deems necessary for the commission and division.
2. Supervise the collection of data regarding the scope of services provided by the community action agencies.
3. Serve as liaisons between the division and the public, sharing information and gathering constituency input.
4. Make recommendations to the governor and the general assembly for executive and legislative action designed to improve the status of low-income persons in the state.
5. Establish advisory committees, work groups, or other coalitions as appropriate.

90 Acts, ch 1242, §4

C91, §601K.92B

C93, §216A.92B

2010 Acts, ch [1031](#), [§125](#), [170](#)

**216A.93 Establishment of community action agencies.**

The division shall recognize and assist in the designation of certain community action agencies to assist in the delivery of community action programs. These programs shall include but not be limited to outreach, community services block grant, low-income energy assistance, and weatherization programs. If a community action agency is in effect and currently serving an area, that community action agency shall become the designated community action agency for that area. If any geographic area of the state ceases to be served by a designated community action agency, the division may solicit applications and assist the governor in designating a community action agency for that area in accordance with current community services block grant requirements.

86 Acts, ch 1245, §1242

C87, §601K.93

C93, §216A.93

2010 Acts, ch [1031](#), [§126](#), [170](#)

Referred to in [§423.3](#)

**216A.94 Community action agency board.**

1. A recognized community action agency shall be governed by a board of directors composed of at least nine members. The board membership shall be as follows:
  - a. One-third of the members of the board shall be elected public officials currently holding office or their representatives. However, if the number of elected officials available and willing to serve is less than one-third of the membership of the board, the membership of the board consisting of appointive public officials may be counted as fulfilling the requirement that one-third of the members of the board be elected public officials.
  - b. At least one-third of the members of the board shall be chosen in accordance with procedures established by the community action agency to assure representation of the poor in an area served by the agency.
  - c. The remainder of the members of the board shall be members of business, industry, labor, religious, welfare, education, or other major groups or interests in the community.
2. Notwithstanding [subsection 1](#), a public agency shall establish an advisory board to assist the governing board in meeting the requirements of [section 216A.95](#). The advisory board shall be composed of the same type of membership as a board of directors for community action agencies under [subsection 1](#). In addition, the advisory board of the community action agency shall have the sole authority to determine annual program budget requests.

86 Acts, ch 1245, §1243

C87, §601K.94

87 Acts, ch 115, §73; 90 Acts, ch 1242, §5

C93, §216A.94

93 Acts, ch [56](#), [§1](#); 2010 Acts, ch [1031](#), [§127](#), [170](#)

**216A.95 Duties of board.**

1. The governing board or advisory board shall fully participate in the development, planning, implementation, and evaluation of programs to serve low-income communities.
2. The governing board may:
  - a. Own, purchase, and dispose of property necessary for the operation of the community action agency.
  - b. Receive and administer funds and contributions from private or public sources which may be used to support community action programs.

- c. Receive and administer funds from a federal or state assistance program pursuant to which a community action agency could serve as a grantee, a contractor, or a sponsor of a project appropriate for inclusion in a community action program.

86 Acts, ch 1245, §1244

C87, §601K.95

C93, §216A.95

2010 Acts, ch 1031, §128, 170

Referred to in [§216A.94](#)

#### **216A.96 Duties of community action agency.**

A community action agency shall:

1. Plan and implement strategies to alleviate the conditions of poverty and encourage self-sufficiency for citizens in its service area and in Iowa. In doing so, an agency shall plan for a community action program by establishing priorities among projects, activities, and areas to provide for the most efficient use of possible resources.
2. Obtain and administer assistance from available sources on a common or cooperative basis, in an attempt to provide additional opportunities to low-income persons.
3. Establish effective procedures by which the concerned low-income persons and area residents may influence the community action programs affecting them by providing for methods of participation in the implementation of the community action programs and by providing technical support to assist persons to secure assistance available from public and private sources.
4. Encourage and support self-help, volunteer, business, labor, and other groups and organizations to assist public officials and agencies in supporting a community action program by providing private resources, developing new employment opportunities, encouraging investments in areas of concentrated poverty, and providing methods by which low-income persons can work with private organizations, businesses, and institutions in seeking solutions to problems of common concern.

86 Acts, ch 1245, §1245

C87, §601K.96

C93, §216A.96

2010 Acts, ch 1031, §129, 130, 170; 2011 Acts, ch 34, §49

#### **216A.97 Administration.**

A community action agency may administer the components of a community action program when the program is consistent with plans and purposes and applicable law. The community action programs may be projects which are eligible for assistance from any source. The programs shall be developed to meet local needs and may be designed to meet eligibility standards of a federal or state program.

86 Acts, ch 1245, §1246

C87, §601K.97

C93, §216A.97

2010 Acts, ch 1031, §131, 170; 2011 Acts, ch 34, §50

**216A.98 Audit.**

Each community action agency shall be audited annually but shall not be required to obtain a duplicate audit to meet the requirements of [this section](#). In lieu of an audit by the auditor of state, the community action agency may contract with or employ a certified public accountant to conduct the audit, pursuant to the applicable terms and conditions prescribed by [sections 11.6, 11.14, and 11.19](#) and an audit format prescribed by the auditor of state. Copies of each audit shall be furnished to the division in a manner prescribed by the division.

86 Acts, ch 1245, §1247

C87, §601K.98

89 Acts, ch 264, §9

C93, §216A.98

2010 Acts, ch [1031](#), [§132](#), [170](#); 2011 Acts, ch [75](#), [§36](#)

**216A.99 Allocation of financial assistance.**

The administrator shall provide financial assistance for community action agencies to implement community action programs, as permitted by the community service block grant, administer the low-income energy assistance block grants, department of energy funds for weatherization received in Iowa, and other possible funding sources.

If a political subdivision is the agency, the financial assistance shall be allocated to the political subdivision.

86 Acts, ch 1245, §1248

C87, §601K.99

C93, §216A.99

**216A.100**

Reserved.

**216A.101 Emergency weatherization fund.**

Repealed by 2010 Acts, ch [1031](#), [§168](#), [170](#).

**216A.102 Energy crisis fund.**

1. An energy crisis fund is created in the state treasury. Moneys deposited in the fund shall be used to assist low-income families who qualify for the low-income home energy assistance program to avoid loss of essential heating.
2. The fund may receive moneys including, but not limited to, the following:
  - a. Moneys appropriated by the general assembly for the fund.
  - b. After July 1, 1988, unclaimed patronage dividends of electric cooperative corporations or associations shall be applied to the fund following the time specified in [section 556.12](#) for claiming the dividend from the holder.
  - c. The fund may also receive contributions from customer contribution funds established under [section 476.66](#).
3. Under rules developed by the division of community action agencies of the department of human rights and adopted by the board, the fund may be used to negotiate reconnection of essential utility services with the energy provider.

88 Acts, ch 1175, §6

C89, §601K.102

91 Acts, ch 270, §6

C93, §216A.102

2002 Acts, ch 1119, §146; 2008 Acts, ch 1126, §14, 33; 2010 Acts, ch 1031, §133, 170

**216A.103 Iowa affordable heating program established.**

Repealed by 2010 Acts, ch 1031, §168, 170.

**216A.104 Energy utility assessment and resolution program.**

1. The general assembly finds that provision of assistance to prevent utility disconnections will also prevent the development of public health risks due to such disconnections. The division shall establish an energy utility assessment and resolution program administered by each community action agency for persons with low incomes who have or need a deferred payment agreement or are in need of an emergency fuel delivery to address home energy utility costs.
2. A person must meet all of the following requirements to be eligible for the program:
  - a. The person is eligible for the federal low-income home energy assistance program.
  - b. The person is a residential customer of an energy utility approved for the program by the division.
  - c. The person has or is in need of a deferred payment agreement to address the person's home energy utility costs.
  - d. The person is able to maintain or regain residential energy utility service in the person's own name.
  - e. The person provides the information necessary to determine the person's eligibility for the program.
  - f. The person complies with other eligibility requirements adopted in rules by the division.
3. The program components shall include but are not limited to all of the following:
  - a. Analysis of a program participant's current financial situation.
  - b. Review of a program participant's resource and money management options.
  - c. Skills development and assistance for a program participant in negotiating a deferred payment agreement with the participant's energy utility.
  - d. Development of a written household energy affordability plan.
  - e. Provision of energy conservation training and assistance.
  - f. A requirement that a program participant must make uninterrupted, regular utility payments while participating in the program.

2007 Acts, ch 218, §136; 2010 Acts, ch 1031, §134, 170

**216A.105 and 216A.106**

Reserved.

**216A.107 Family development and self-sufficiency — council and grant program.**

1. A family development and self-sufficiency council is established within the department of human rights. The council shall consist of the following persons:
  - a. The director of the department of human services or the director's designee.
  - b. The director of the department of public health or the director's designee.

- c. The administrator of the division of community action agencies of the department of human rights or the administrator's designee.
  - d. The director of the school of social work at the University of Iowa or the director's designee.
  - e. The dean of the college of human sciences at Iowa state university or the dean's designee.
  - f. Two recipients or former recipients of the family investment program, selected by the other members of the council.
  - g. One recipient or former recipient of the family investment program who is a member of a racial or ethnic minority, selected by the other members of the council.
  - h. One member representing providers of services to victims of domestic violence, selected by the other members of the council.
  - i. The head of the department of design, textiles, gerontology, and family studies at the University Northern Iowa or that person's designee.
  - j. The director of the department of education or the director's designee.
  - k. The director of the department of workforce development or the director's designee.
  - l. Two persons representing the business community, selected by the other members of the council.
  - m. Two members from each chamber of the general assembly serving as ex officio, nonvoting members. The two members of the senate shall be appointed one each by the majority leader and the minority leader of the senate. The two members of the house of representatives shall be appointed one each by the speaker and the minority leader of the house of representatives.
2. Unless otherwise provided by law, terms of members, election of officers, and other procedural matters shall be as determined by the council. A quorum shall be required for the conduct of business of the council, and the affirmative vote of a majority of the currently appointed voting members is necessary for any substantive action taken by the council. A member shall not vote on any action if the member has a conflict of interest on the matter, and a statement by the member of a conflict of interest shall be conclusive for this purpose.
3. The family development and self-sufficiency council shall do all of the following:
- a. Identify the factors and conditions that place Iowa families at risk of dependency upon the family investment program. The council shall seek to use relevant research findings and national and Iowa-specific data on the family investment program.
  - b. Identify the factors and conditions that place Iowa families at risk of family instability. The council shall seek to use relevant research findings and national and Iowa-specific data on family stability issues.
  - c. Subject to the availability of funds for this purpose, award grants to public or private organizations for provision of family development services to families at risk of dependency on the family investment program or of family instability. Not more than five percent of any funds appropriated by the general assembly for the purposes of this lettered paragraph may be used for staffing and administration of the grants. Grant proposals for the family development and self-sufficiency grant program shall include the following elements:
    - (1) Designation of families to be served that meet one or more criteria for being at risk of dependency on the family investment program or of family instability, and agreement to serve clients that are referred by the department of human services from the family investment program which meet the criteria. The criteria may include but are not limited to factors such as educational level, work history, family structure, age of the youngest child in the family, previous length of stay on the family investment program, and participation in the family investment program or the foster care program while the head of a household was a child. Grant proposals shall also establish the number of families to be served under the grant.

- (2) Designation of the services to be provided for the families served, including assistance regarding job-seeking skills, family budgeting, nutrition, self-esteem, methamphetamine education, health and hygiene, child rearing, child education preparation, and goal setting. Grant proposals shall indicate the support groups and support systems to be developed for the families served during the transition between the need for assistance and self-sufficiency.
- (3) Designation of the manner in which other needs of the families will be provided for, including but not limited to child care assistance, transportation, substance abuse treatment, support group counseling, food, clothing, and housing.
- (4) Designation of the process for training of the staff which provides services, and the appropriateness of the training for the purposes of meeting family development and self-sufficiency goals of the families being served.
- (5) Designation of the support available within the community for the program and for meeting subsequent needs of the clients, and the manner in which community resources will be made available to the families being served.
- (6) Designation of the manner in which the program will be subject to audit and to evaluation.
- (7) Designation of agreement provisions for tracking and reporting performance measures developed pursuant to paragraph “d”.
- d. Develop appropriate performance measures for the grant program to demonstrate how the program helps families achieve self-sufficiency.
- e. Seek to enlist research support from the Iowa research community in meeting the duties outlined in paragraphs “a” through “d”.
- f. Seek additional support for the funding of grants under the program, including but not limited to funds available through the federal government in serving families at risk of long-term welfare dependency, and private foundation grants.
- g. Make recommendations to the governor and the general assembly on the effectiveness of programs in Iowa and throughout the country that provide family development services that lead to self-sufficiency for families at risk of welfare dependency.
4. a. The division shall administer the family development and self-sufficiency grant program. The department of human services shall disclose to the division confidential information pertaining to individuals receiving services under the grant program, as authorized under [section 217.30](#). The division and the department of human services shall share information and data necessary for tracking performance measures of the family development and self-sufficiency grant program, for referring families participating in the promoting independence and self-sufficiency through employment job opportunities and basic skills (PROMISE JOBS) program under [section 239B.17](#) and related activities and programs to the grant program, and for meeting federal reporting requirements. The division and the department of human services may by mutual agreement, as specified in the memorandum of agreement entered into in accordance with paragraph “b”, add to or delete from the initial shared information items listed in this lettered paragraph. The initial shared information shall include but is not limited to all of the following:
  - (1) Family enrollments and exits to and from each of the programs.
  - (2) Monthly reports of individual participant activity in PROMISE JOBS components that are countable work activities according to federal guidelines applicable to those components.
  - (3) Aggregate grant program participant activity in all PROMISE JOBS program components.
  - (4) Work participation rates for grant program participants who were active family investment program participants.
  - (5) The average hourly wage of grant program participants who left the family investment program.



- (6) The percentage of grant program participants who exited from the grant program at or after the time family investment program participation ended and did not reenroll in the family investment program for at least one year.
- b.* The division shall develop a memorandum of agreement with the department of human services to share outcome data and coordinate referrals and delivery of services to participants in the family investment program under [chapter 239B](#) and the grant program and other shared clients and shall provide the department of human services with information necessary for compliance with federal temporary assistance for needy families block grant state plan and reporting requirements, including but not limited to financial and data reports.
  - c.* To the extent that the family development and self-sufficiency grant program is funded by the federal temporary assistance for needy families block grant and by the state maintenance of efforts funds appropriated in connection with the block grant, the division shall comply with all federal requirements for the block grant. The division is responsible for payment of any federal penalty imposed that is attributable to the grant program and shall receive any federal bonus payment attributable to the grant program.
  - d.* The division shall ensure that expenditures of moneys appropriated to the department of human services from the general fund of the state for the family development and self-sufficiency grant program are eligible to be considered as state maintenance of effort expenditures under federal temporary assistance for needy families block grant requirements.
  - e.* The commission shall consider the recommendations of the council in adopting rules pertaining to the grant program.
  - f.* The division shall submit to the governor and general assembly on or before November 30 following the end of each state fiscal year, a report detailing performance measure and outcome data evaluating the family development and self-sufficiency grant program for the fiscal year that just ended.

2008 Acts, ch [1072](#), [§1](#); 2010 Acts, ch [1031](#), [§135](#), [170](#)

Referred to in [§232.69](#), [239B.8](#)

Legislative appointments, see [§69.16B](#)

## **216A.108 through 216A.110**

Reserved.